

DIVISION CIRCULAR #8A

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES**

EFFECTIVE DATE: October 31, 2003

DATE ISSUED: October 20, 2003

(Rescinds DC 8A, "Transfer Requests", issued on June 13, 2001)

I. TITLE: Transfer Requests

II. PURPOSE:

To establish guidelines to assist individuals who request transfers from their current Division funded living arrangement to another Division funded arrangement located within the same region or another region.

III. SCOPE:

- This circular is designed to facilitate transfers as required by N.J.A.C. 10:46C1.12.
- The procedures apply only to transfers requested by individuals and their legal guardians.
- The procedures apply to all Community Services components of the Division except in instances where the individual requesting a transfer resides in:
 1. A Community Care Residence and is requesting a transfer to another Community Care Residence home within the same region.
 2. A Developmental Center.
 3. An Alternate Living Arrangement operated by a provider agency and is requesting a transfer within that same agency.

IV. POLICIES:

For a variety of reasons, an individual may request a transfer from a current living arrangement or day program. The Division has developed a process to respond to transfer requests to facilitate the transfer process where possible within existing and available resources. All transfers will be based upon available resources.

Emergencies always have priority for existing vacancies.

V. GENERAL STANDARDS

Definitions - For the purpose of this circular, the following terms shall have the meanings defined herein:

“Alternate Living Arrangement” (ALA) means a community residence as defined in N.J.A.C. 10:44A or a community care home as defined in N.J.A.C. 10:44B.

“Community Care Residence” means a private home or apartment in which an adult person or family contracts to provide individuals with developmental disabilities, care and/or training. They are licensed under N.J.A.C. 10:44B.

“Interdisciplinary Team” (IDT) - Refer to DC 35-Individual Habilitation Plan.

“Individual Habilitation Plan” (IHP) means a written plan of intervention and action that is developed by the IDT. It specifies both the prioritized goals and objectives being pursued by each individual and the steps being taken to achieve them. It may identify a continuum of skill development that outlines progressive steps and the anticipated outcomes of services. The IHP is a single plan that encompasses all relevant components, such as an education plan, a program plan, a rehabilitation plan, a treatment plan and a health care plan. The complexity of the IHP will vary according to the needs, capabilities and desires of the person. For an individual who has been determined by the IDT to require active treatment, the IHP shall address all needs identified. For an individual who makes only specific service requests, the IHP shall be a service plan that addresses only those specific requests.

“Provider Agency” means an organization that is licensed, regulated and/or contracted to provide a range of services including residential, day or other support programs to eligible individuals.

VI. PROCEDURES

A. Request for Transfers

1. Requests for transfers must be documented in the Individual Habilitation Plan (IHP) or put in writing and addressed to the DD Community Services case manager. The requests must be signed by the individual receiving the services or the individual's legal guardian and contain the specific reasons why the transfer is being requested such as a change in geographic location, to move from one type of home to another type, etc. Also included may be a description of the level of supports being requested.
2. If the transfer request is not already part of the individuals' IHP, the IDT will review the request within 30 calendar days of receipt of the written request for transfer. The purpose is to ensure that all team members working with this individual are aware of the transfer request. In addition, this will provide the opportunity for the individual receiving services to elaborate on the location and types of services he/she is seeking. The team will have the responsibility of making recommendations regarding the support needs of the individual, which would be included in referral materials.

B. Processing the Request for Transfer

1. Each region will designate a Placement Staff Member that will handle all transfer requests within the region and from the other regions. This Placement Staff Member will have the authority to manage regional vacancies and make referrals to vacancies.
2. Within 20 calendar days of the IDT meeting or receipt of request, the individual's case manager will forward a Transfer Request referral to the Placement Staff Member. (Attachment1) The information should consist of a cover memo that outlines the current situation and the reason for the transfer request. Additional information included in the referral would be specific to the individual's needs and the written request from the individual or legal guardian. The Placement Staff Member may request that the case manager submit the Adaptive Behavior Summary (ABS) and any other pertinent medical or psychosocial information.

3. The date the individual is placed on the Transfer Request list will be the date of the written request or the date of the IHP meeting. The individual will be informed in writing that his/her name has been added to the Transfer Requested list. The case manager will be copied on the letter. (Attachment 2)

C. In-Region Transfer Request

1. Within 20 calendar days of receipt of the referral, the Placement Staff Member will review available program vacancies in the region to determine if any existing vacancies are appropriate to meet the needs of the individual requesting transfer. If a vacancy does exist that appears appropriate, the Placement Staff Member will make a referral within 5 working days and a copy of the referral letter will be sent to the case manager.
2. The Placement Staff Member will also review the list of individuals currently identified for new development to determine if the current home of the individual requesting transfer is appropriate for someone on the list. If an individual involved in new development is willing to accept the placement vacated by the individual requesting the transfer, then the resources from the new development could be assigned to the individual requesting transfer. **This step is contingent upon available funding resources.**
3. The Placement Staff Member will review the "Transfer Requested List" to see if there is anyone on the list who could be accommodated by "trading placements" with another individual currently living in a Division placement within the region and also requesting a transfer.
4. Every 30 calendar days, the Placement Staff Member will review the Transfer Request list to determine if any new or upcoming vacancies are appropriate for individuals on the Transfer Request list. When a new vacancy exists, the most appropriate individual on the "Transfer Request List" with the earliest date on that list will be immediately referred for that opening. A copy of the cover letter attached to the referral will be forwarded to the individual's case manager. The case manager will notify the individual about the referral. In such an instance, the identified person on the "Transfer Request List" would be referred before the next most appropriate individual on the priority waiting list. This newly

created vacancy will be utilized for another person on the Transfer Requested list, if appropriate or someone from the priority waiting list.

5. The Placement Staff Member will update the Transfer Requests database by the 15th of each month. Staff designated by the Deputy Director will access the databases from the four regions electronically and generate a monthly statewide report. The report will indicate the current number of individuals in need of transfers and the current number of individuals that were placed from the list within the last 30 calendar days.

D. Out of Region Transfer Requests

1. Within 10 working days of receipt of the referral for an out-of-region transfer, the Placement Staff Member will add the individual's name to the Region's Transfer Requested List and then forward the referral to the appropriate regional office. The referral will be addressed to the Placement Staff Member in the respective region.
2. Via certified E-mail, the sending region will alert the receiving region that the referral is being forwarded.
3. Within 15 days of receipt of the referral, the receiving region will notify the sending region of the status of the referral.
 - a. The Placement Staff Member will review available program vacancies in the region to determine if any existing vacancies are appropriate to meet the needs of the individual requesting transfer. If there are appropriate available openings, the receiving region will make a referral immediately. Confirmation of the referral will be made to the sending region by certified E-mail or by copy of the referral letter to the Placement Staff Member and case manager.
 - b. The Placement Staff Member from the receiving region will determine if any of the individuals currently identified for new development would be appropriate for the home of the consumer requesting the transfer. A referral would then be sent to the Provider Agency for review and a copy of the referral letter would be sent to the sending region Placement Staff Member.
 - c. If an individual identified for new development and the Provider agency agree with the move then the

resources of the individual in the “new development” could be assigned to the individual requesting transfer. This step is contingent upon available funding resources.

- d. On a quarterly basis the Placement Staff Members will meet to review all the transfers requested between regions. The meeting will be coordinated through the Deputy Director's office. The Placement Staff Members will come to the meeting with descriptive information regarding the individuals requesting transfers from his or her region. In addition, each Placement Staff Member will bring to the meeting the region's vacancy list and potential referrals will be discussed. In the meeting, if a particular referral is identified, the Placement Staff Member will make the referral of the individual from his or her region within 5 working days. The Placement Staff Members will communicate between meetings of any outcomes from the referrals. In subsequent meetings, all referrals will be reviewed and new potential referrals identified.
- e. Minutes will be kept of the quarterly meetings outlining the referrals to be made and the results.

James W. Smith, Jr.
Director

NAME: _____ **DOB:** _____

ADDRESS: _____ **ID #:** _____

WORK/DAY PROGRAM: _____

1. *Reason for Transfer Request (geographic change, provider change, type of living arrangement (GH, SA, and self-determination) etc.)*

2. *Description of Individual's pertinent support needs (Cover such areas as self care, socialization / leisure, medical including follow up, behavior, psychological/psychiatric and any other important areas.)*

Revised 3/2001

- * *Attach written request from individual, family, guardian, or the IDT minutes.*

COMPLETED BY: _____ **DATE:** _____

Transfer Request Procedures Letter
Attachment 2

Re: _____

Dear _____:

The Division of Developmental Disabilities has received your request to move to another living situation. This is to advise you that _____'s name has been added to the Transfer Requested list effective _____.

This list is reviewed regularly to identify possible placement vacancies that would meet your request. When a potential vacancy becomes available, the case manager will notify you so you can decide if you would like us to make a referral. Your casemanager will keep you informed of the status of any referrals made.

Please be assured that the Division will make every attempt to honor your request.

If you have any questions or concerns, please feel free to contact your case manager,
_____ at _____.

Sincerely,

Placement Supervisor

BAC:tp

C: case manager